

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA**

**Digital Audio Files of Proceedings Now Available via PACER**

Audio recordings of selected court proceedings held before Chief Judge Metz will soon be included in CM/ECF case files and are being made available through PACER.

Instructions for retrieving these recordings appear below. As this feature is added in other Courts, you will be notified by e-mail blast.

March 7, 2011

/s/ Kevin P. Dempsey  
Clerk

**System Requirements:**

- 1) A current PACER registration
- 2) Adobe Acrobat or Adobe Reader version 7 or greater
- 3) Windows Media Player (for .mp3 file playback)

**Accessing the Digital Audio File:**

1. Login with your PACER account.
2. Select **Reports** from the blue menu bar.
3. Select the **Docket Activity** Report.



4. Select any desired filters, such as case number, date range or case type.
5. From the **Category** field, select **audio**.
6. Click on **Run Report**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Procedures Logout

### Docket Activity

Case number  ☐ Active

Judge  Office  Case type

Trustee  Chapter  Filer type

Category  Event

Terminal digit(s)  ☐ Open cases ☐ Closed cases

Event group  ☐ All Documents ☐ Already QC'ed ☒ Need QC'ed

Entered between  to  ☒ Summary Text ☐ Full Docket Text

Sort by

☐ Make these options my default. Schedule this to run

7. A list of all audio files for the given date range or specific filter will be displayed. Click on the document number in the second column to access the PDF file that contains the embedded audio.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Procedures Logout

### Docket Activity Report

U.S. Bankruptcy Court [TEST] -- Southern District of Indiana [TEST]

Report Period: 12/22/2010 - 12/22/2010 (Need QC'ed)

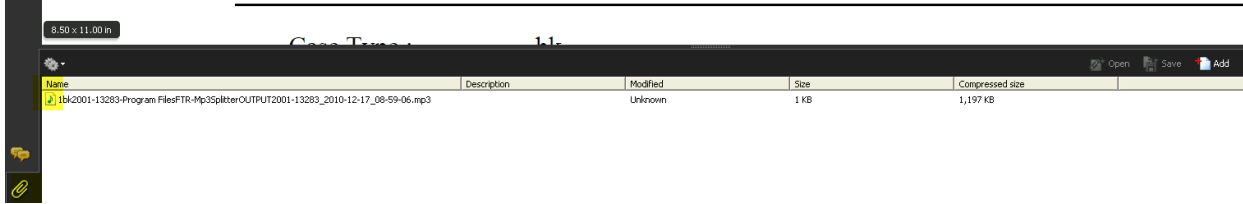
Case	Doc Id	Date Entered/Filed	Category/Event	Judge/Trustee	Notes
01-13283-JKC-7 Susan Marie Moore and Indiana S. Jones Office: 1 Chapter: 7 Type: bk Assets: No	27	Entered: 12/22/2010 11:28:19 Filed: 12/22/2010	Category: audio Event: Audio	Judge: Coachys Trustee: Caruso	Subm. by: Administrator Group: crt <input type="checkbox"/> QC'ed
	28	Entered: 12/22/2010 15:10:05 Filed: 12/22/2010	Category: audio Event: Audio	Judge: Coachys Trustee: Caruso	Subm. by: Administrator Group: crt <input type="checkbox"/> QC'ed

8. The audio files are in MP3 format and embedded as an attachment to a PDF (Windows Media Player will play MP3 files by default). Click the **Attachments** tab or **Paper Clip** icon at the bottom left corner (you will need the latest version of Adobe Acrobat Reader) to display a link to the MP3 file.

**UNITED STATES BANKRUPTCY COURT**  
**SOUTHERN DISTRICT OF INDIANA**  
PDF FILE WITH AUDIO FILE ATTACHMENT

2001-13283



Michael Joseph Sansone and Lois Marie Sansone



9. The Attachment window will then be shown. **Double Click** on the embedded audio file to open it (you can also click on the embedded audio file and then click **open** or **save**).

10. **Click OK** to open. The file and your default audio player will pop-up and begin playing the audio file.

**Example of Docket Entry**

12/22/2010	 28	 PDF with attached Audio File. Court Date & Time [ 12/17/2010 8:59:06 AM ]. File Size [ 1532 KB ]. Run Time [ 00:06:23 ]. (.). (admin). (Entered: 12/22/2010)
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